

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VIRGINIA 23218-2120

TESTING MEMO NO. 532

November 7, 2005

TO: Division Directors of Testing

FROM: Shelley Loving-Ryder, Assistant Superintendent  
Division of Assessment and Reporting

SUBJECT: Spring 2006 Administration of English Language  
Proficiency Assessments for Limited English  
Proficient (LEP) Students

This information is conveyed in Informational Supts. Memo No. 223, dated November 4, 2005.
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In accordance with Superintendent's Memorandum, Number 132, dated July 1, 2005, school divisions may use the Virginia Stanford English Language Proficiency (SELP) test or a locally developed or selected test that has been approved by the Board of Education to meet requirements of Section 1111 (b) (7) of the *No Child Left Behind Act of 2001*. The Virginia SELP Test will continue to be the state-approved assessment for those LEP students who are eligible to use the reading component of the English Language Proficiency assessment as a substitute for the SOL Reading tests (grades 3 through 8). The Department of Education will pay for the administrative and scoring costs of all subtests of the SELP test when it is used as a substitute. Harcourt Assessment, Inc., will invoice the school division directly if the SELP test is being used only to meet federal requirements for English language proficiency testing.

**Schedule for Administration of SELP Tests**

The SELP test will be administered according to the following schedule:

March 27-April 28, 2006 SELP testing for those students eligible to use the reading subtest as a substitute. The student response booklets must be received at Harcourt by May 8, 2006.

March 27-May 26, 2006 SELP testing for students using the test to meet federal proficiency test requirements. The student response booklets must be received at Harcourt by June 5, 2006.

### **SELP Test Administrative Responsibilities**

It is suggested that responsibilities for the administration of the SELP test be shared by the division director of testing (DDOT) and the English as a Second Language(ESL)/Title III Coordinator in the following way: the DDOT and ESL coordinator will jointly determine test dates and schedules including make-up sessions; ensure test security guidelines are followed; monitor test administration; and ensure that the response booklets are coded correctly.

#### Division Director of Testing

The DDOT may assume responsibility for ordering, receiving, distributing, collecting, and returning secure and non-secure test materials, identifying and resolving test irregularities, and receiving and distributing score reports.

#### ESL Coordinator (or another designee)

The ESL coordinators may assume responsibility for working with the appropriate school staff members to identify students to be tested, arranging locations for testing, identifying test examiners/proctors, receiving training materials, and training test examiners/proctors.

### **SELP Test Training (Sessions for School-Level Staff)**

The SELP test training for the 2005-2006 school year will be held via WebEx. Six training sessions will be hosted (two hours per session). The sessions will be presented as

a "training the trainer" model and are intended for DDOTs, STCs, Title III/ESL coordinators, and those responsible for training SELP test examiners. The training sessions will include a review of training materials, demonstration of how to administer the test, and specifically how to administer and score the speaking component. There will be a Web site that will host all training materials and a recorded training session. More details on registration information will be provided to DDOTs and Title III coordinators under a separate cover.

**The SELP training sessions are as follows:**

January 17, 2006	9:00 a.m.-11:00 a.m.
January 17, 2006	1:00 p.m.-3:00 p.m.
January 18, 2006	9:00 a.m.-11:00 a.m.
January 18, 2006	1:00 p.m.-3:00 p.m.
January 19, 2006	9:00 a.m.-11:00 a.m.
January 19, 2006	1:00 p.m.-3:00 p.m.

If you have questions about English Language Proficiency assessment, please contact Laura Kennedy, LEP assessment specialist, at [Laura.Kennedy@doe.virginia.gov](mailto:Laura.Kennedy@doe.virginia.gov) or (804) 371-0258.

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